

# grant assessment form

<b>1</b>	<b>Aims and objectives of the organisation</b>
	To safeguard and promote the interests of tenants and residents in the area on matters concerning housing, the environment, safety and social and community life.
<b>2</b>	<b>Purpose of the grant (including breakdown of costs)</b>
	To purchase two computers, software and printers. Total costs: £1250.
<b>3a</b>	<b>How many people are on the organisation's Management Committee?</b> 15
<b>3b</b>	<b>What is the organisation's total membership?</b> 15
<b>3c</b>	<b>How many members usually attend the organisation's meetings or events?</b> 10/12
<b>3d</b>	<b>How many members of the organisation would benefit from the grant?</b> 15
<b>3e</b>	<b>How many members of the community would benefit from the grant?</b> 300
<b>4</b>	<b>How will the grant :-</b>
	<b>(a) develop the organisation; or</b>
	Permit the production of minutes, PR materials in support of the groups activities.
	<b>(b) benefit the local community.</b>
	Through production of news letters permits the group to inform residents of issues and progress in the work of the association

5	<b>Total cost of project</b>		<b>£ 1250</b>
	<b>Amount of grant requested</b>		<b>£ 1250</b>
	<b>Bank Balance(s)</b>	<b>Date</b> see notes at 22/05/08	<b>£ 213.11</b>
	Where the group has more than one bank account all balances should be recorded		
	<b>Cash in hand</b>	<b>Date</b>	<b>£ n/a</b>
<b>Value of any other financial assets</b>		<b>Date</b>	<b>£</b>
<b>Name of other funding sources</b>			
N/A			
<b>Amount and date of grant</b>			
<b>£ 250</b>		<b>Date 11/04/08</b>	
		Start up grant awarded to tenants and residents group	

6	<b>If latest balance (including other financial assets) exceeds the cost of the project or is substantial, are these funds ring-fenced for the normal activities of the group or can they contribute to the cost of the project?</b>
	For current operational costs

7	<b>Recommendation</b>	
	<b>Support</b>	<input checked="" type="checkbox"/>
	<b>Refuse</b>	<input type="checkbox"/>
	<b>Defer</b>	<input type="checkbox"/>
	<b>Amount</b>	<b>£ 625</b>
<b>Recommended</b>		
<b>Reason for recommendation</b>		
Equipment will assist the office bearers administer and promote the activities of the Association within the community. Consider only one computer to be adequate to the needs of such an organisation		
Management Risk Ranking <b>(L)</b> / M / H		Child Protection Risk Ranking <b>(L)</b> / M / H
Risk Ranking based on Grant Application and Financial Information used to determine appropriate levels of monitoring and evaluation.		Applications with a <b>HIGH</b> ranking are not recommended for support

8	<b>If there are any revenue implications how will they be met in future years?</b>
	From EAC Local Grant and Lotteries funding applications

9	<b>Does the project represent value for money?</b>	<b>(Yes)</b>	No

10	<b>Cross boundary grant (if applicable) and division per committee (the calculation should identify the corresponding number of individuals within the respective Local Committee areas who will directly benefit from the grant award)</b>

	<b>Nos</b>	<b>Amount</b>	<b>%</b>
Northern Local Grants Committee	<b>All</b>	<b>£625</b>	<b>100%</b>
Central North Local Grants Committee			
Central South Local Grants Committee			
Southern Local Grants Committee			
Other areas outwith EA			
Method of Division			

**All questions on this form must be completed**

**Community Learning & Development  
Grant Assessment Support Notes (CG4027)**

The following notes reflect the findings of an assessment meeting with the group Secretary and supports my recommended allocation of £625.

1. This group has been established since November 2007 and is supported at each meeting by a member of staff from the Tenants Information Service deployed from Glasgow, thus ensuring purpose and best practice.
2. I expressed concerns that the 'estimated' treasurer's accounts projecting dated expenditures and grant awards listed up to 15<sup>th</sup> January 2009 is not credible. The group representative had challenged the issue with the chairperson but was advised it was acceptable. An interim, signed financial statement is attached.
3. No current bank statement has been included with the application that can corroborate funds held.
4. The group actively collaborates with Housing, Strathclyde Community Police, East Ayrshire Council elected member, East Ayrshire Council departments responsible for drainage and cleansing. Current developments that positively impact on the community include Housing Allocations Policy, Anti Social Behaviour and Environmental issues.
5. I advise that although two computers and printers have been requested I recommend that one would be adequate in order to permit the secretarial duties of the group to be supported.
6. The quotation from Ayrshire Computers reflects a total cost of £1250. The secretary requests that the Council's administration staff change the application on their behalf from £1200 to £1250 to reflect this cost.
7. With the group recently established (Nov 07) the intention to fundraise to meet costs is as yet to be considered. The group representative advised that this may be discussed in due course.
8. With a well supported active committee of 15 local adults the group should have the capacity to generate funds to resource future developments.
9. Within the accepted quotation from Ayrshire Computers the unit costs for individual computers, printers and installations have not been itemised. Therefore the recommended allocation I have set at 50% of the original request.

For your consideration

Andy Warnock  
Community Worker  
17/07/08